

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Fiscal/Administrative Officer

Please follow the specific application filling instructions at the bottom of this page!

Open To: Exam List Candidates
Location: Central Office/ SPARC (Contracts) Unit, Wethersfield, CT
Hours: 40 hours a week, 1st Shift, Monday - Friday
Salary: \$64,284.00 – \$83,103.00 (Annually)
Position: 0110271
Closing Date: May 19, 2015

Minimum Qualifications: Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.*

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Substitutions Allowed: **1)** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. **2)** A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience. **3)** For state employees as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience. **4)** For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

Preferred Skills and Experience: Preference will be given to candidates who have experience in developing requests for proposals and contracts. Experience in developing performance measures and contract compliance. Candidates should have working experience with Microsoft Word and Excel as well as CORE-CT.

Eligibility Requirement: Candidates must have applied for and passed the Fiscal/Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Qualified candidates who meet the above requirements should submit a cover letter, resume, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf and State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf

**Erica Soto, HR Associate
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The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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